



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## Position Information

**Job Title:** 18577 - Analytic Methodologist - GS-12

**Salary Range:** \$64,650 - \$100,736 (not applicable for detailees)

**Vacancy Open Period:** 10/27/2016 – 11/17/2016

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** NCTC/DTI

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** Permanent Change of Station (PCS) relocation expenses for detailees is authorized.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for a GS-11 to GS-12 permanent position in the ODNI.

**Who May Apply:** Internal and external candidates to include

- Current Federal Government Employees
- Candidates Outside the Federal Government
- Current ODNI Permanent Employees
- Current ODNI Staff Reserve Employees

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

*Current GS employees at the same grade or one grade lower than the advertised position grade may apply.*

The ODNI uses a rank-in-person system in which rank is attached to the individual. If the selected candidate is a GS employee, assignment will be made to the position at the employee's current GS grade and salary.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

The grade and salary for a selected non-federal candidate will be set within the advertised salary range based on the candidate's qualifications and experience. Promotion for all ODNI GS permanent employees will be considered at an annual Career Advisory Board.

## Key Requirements for External Candidates

- U.S. Citizenship
- Ability to Obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) Clearance
- CI Polygraph and Background Investigation
- Medical Evaluation
- Two-Year Probationary Period Required for All New Permanent Appointments to the ODNI
- Direct Deposit/Electronic Funds Transfer

## Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

## Major Duties and Responsibilities (MDRs)

- The primary responsibility of the Directorate of Terrorist Identities (DTI) is to maintain and enhance the USG's authoritative database on known or suspected international terrorists, the Terrorist Identities Datamart Environment (TIDE). In doing so, DTI develops processes for obtaining and integrating biometric (fingerprints, facial photos, iris scans) and other identity centric data into TIDE as well as enhance TIDE records through analysis of encounter data, correlation of big data, and identify resolution keyed from emerging threat information. DTI also houses NCTC's screening mission, which supports interagency partners by vetting their applicants against government data repositories. Our workflows are many and complex such that collaboration is an essential aspect of life. DTI's mission statement declares, "Discover, enhance, and share identity intelligence that advances the most complete and accurate identity picture to our partners in supporting terrorism analysis and successful screening activities that ultimately helps prevent terrorist plans and operations against US interests."
- Develop an understanding of and utilize a variety of methodological tools and approaches to gain a comprehensive understanding of known or suspected terrorists (KSTs), including as appropriate, social networking and other "new" media; incorporate policies, strategies, tactics, techniques, procedures and mechanisms to reveal the true identity of individuals, personas, or



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

groups by analyzing and exploiting data related to sets of specific identity attributes to build the most comprehensive terrorist identity record available to the USG.

- Establish and maintain effective working relationships with counterparts in the CT, Intelligence, and Law Enforcement Communities to support NCTC mission requirements and analytic undertakings and to promote intelligence integration.
- Identify CT intelligence gaps pertaining to terrorist identities and prepare requirements for and implement methodologies to collect required information to fill the gaps.
- Work with a team of analysts and technicians who perform complex identity intelligence tasks such as correlation, bulk ingest and advanced queries. Assist in the development of ad-hoc tools to meet emerging analytic needs.
- Maintain positive customer relationships in order to gather input and feedback for addressing analytical issues; provide effective briefings to senior internal and external customers on the analytical content of complex intelligence products and the development of future analytical tools and methodologies.

## Mandatory and Educational Requirements

- Thorough knowledge of terrorist identities, analysis, compilation, and dissemination, coupled with extensive knowledge of associated databases and identity targeting processes.
- Understanding of terrorist identity systems and their underlying technical architectures.
- Ability to communicate effectively with both analysts and technicians, and to assist in translating analytic needs into technical requirements.
- Thorough knowledge of the mission, charter, roles, and responsibilities of the ODNI, IC, and USG agencies, and how these organizations can effectively integrate their terrorist identities analysis capabilities.
- Ability to plan, organize, delegate and/or implement strategic initiatives in support of program requirements; superior ability to contribute to the development of strategic and operational plans; demonstrated ability to establish and implement short- and long-term operational goals and objectives.

## Desired Requirements

- Interpersonal, organizational, and problem-solving skills, including an ability to work effectively within an interagency environment on complex issues requiring negotiation and consensus-building.
- Ability to work under pressure with strict deadlines while maintaining a high level of attention to detail.

## Key Requirements and How To Apply

Internal ODNI Candidates:



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_C\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and edgertk@dni.ic.gov (*Ken E.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_C\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and edgertk@dni.ic.gov (*Ken E.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.

## What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment\_TeamC@dni.gov

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION**



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

**REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**